

LEASING PROPOSAL REQUEST

Agency, Office Name	Department of Safety and Homeland Security (DOS)
Principal Use Office/Warehouse/Other	Professional Office
Employee Headcount at Premises	DOS <u>13</u>
Transaction Number	DOS TR. 14-10-910 (May submit bid with DHS/DCS or separately as one proposal)

	Desired	Alternates Accepted
Service Area and Boundary Requirements	DOS: Within Carter County, TN with easy access to highways.	NO
Parking Requirements	<u>Minimum Vehicle Spaces Requested</u> Free paved, well lighted, striped parking . The parking provided shall include handicap parking to meet the relevant code requirements and special considerations below. DOS Employee <u>13</u> Client <u>32</u> = Total required <u>45</u>	
Usable (USF) & Rentable (RSF) Contiguous Square Footage	DOS: USF <u>3,900 – 4,200</u> / estimated RSF <u>4,200 – 4,500</u> The State intends contiguous square footage to be <ul style="list-style-type: none"> • Usable square footage does not include restrooms, mechanical rooms, janitor closets, telecom closets or vestibules. • Proposals with square footages having a <u>10%</u> deviation up will not be considered an alternate. The actual square footage required will be determined by programming and space planning. 	
Special Buildout and Other Specifications	<ul style="list-style-type: none"> • Turnkey buildout in accordance with Schedule 1, Schedule 2, Schedule 3, Schedule 4 and Pro Forma Pre-Bid Lease including, Exhibit D. Adherence to zone separation of each Agency is required. • All State leased offices are required to obtain State Fire Marshall Office approval or waiver • Building must include 24 hour access, appropriate HVAC, and other applicable building mechanics as appropriate for business operation. 	
Term Length	Five (5) years with two (2) 1 year renewal options.	Yes

Commencement Date	Estimated April 1, 2019 in accordance with Lease, Exhibit A, Paragraphs 19 & 20.	
Termination Options	Termination for Convenience: 90 day per Block 6 of Lease. Termination for Cause: see Lease - Exhibit A, Paragraph 5.	
Terms and Conditions	As set forth in State of Tennessee Pro Forma Lease. A copy of the Pro Forma Lease document can be found at www.tnrfp.com https://www.tn.gov/generalservices/real-estate-/lease-management/lease-proposal-requests--lprs-.html underneath "Standard Forms" at "Lease Template" Comments to the Lease Template is required with submission of the Lease Proposal Quotation Form.	
Utility, Services and Other Costs	Preference is for FULL SERVICE Gross lease with no pass throughs; however, Proposal may be quoted as FULL SERVICE or MODIFIED GROSS with Tenant paying Utilities and/or Janitorial. Utilities must be separately metered for Modified Gross consideration.	YES

Communications:

Interested parties must direct all communications regarding this procurement to the leasing coordinator the State's official point of contact. Email is the preferred form of communication.

Name: Brannon Butler, Leasing Coordinator

Phone Number: (615) 354-3448

Email: rfp.coordinator@tn.gov

The completed "Lease Proposal Form" aka Lease Proposal Quotation Form must be submitted as follows no later than Thursday, February 22, 2018 by 2:00 p.m. (Central time).

Submittals must be received via either:

Email: RFP.Coordinator@tn.gov

(It is recommended that any email submission be sent 'returned receipt requested' and confirm email is received)

And/Or

Printed copy to:

Department of General Services/STREAM

Attn: Nickie Smith Herren, Procurement Officer

William R. Snodgrass Tennessee Tower 3rd Floor

312 Rosa L. Parks Avenue, Nashville, TN 37243

Phone: 615-428-9840 or 615-532-7475

Method of Evaluation:

Please refer to the State of Tennessee Real Estate Asset Management Division website for the complete document, which describes the proposal Evaluation Method, by using the following link:

https://www.tn.gov/content/dam/tn/generalservices/documents/stream/leasing/Section_IV-STREAM_LeaseProposalPackage-Evaluation_Method.pdf

Disclaimer of Subjectivity:

Proposers should understand and accept that by responding to this solicitation they are willingly participating in a process that may consist of some degree of subjectivity. Proposers should be aware that the proposal determined to best meet the needs of the State may not necessarily be the lowest cost proposal.

Protest Process:

Any protests or appeals of protest pursuant to this Proposal Request or the Notice of Intent to Award shall be handled in accordance with the SBC By laws, Policy and Procedure Item 18.

PROJECT SPECIFIC REQUIREMENTS

The space must be professional office use and capable of meeting all of the requirements of the agency, including geographic location, square footage, parking and any special requirements identified below and in the Schedules applicable to the Agency. Separate entrances for staff and clients is necessary.

Landlord furnishes window blinds for all outside windows.

See also Pre-bid draft lease Exhibit D for General Specifications and Interior Design Standards.

Attached separately:

Schedule 1: Space Needs Analysis

Schedule 2: Concept Study (example floor plan)

Schedule 3: Preliminary Zone Placement Summary Sheet

Schedule 4: Not Applicable

DOS – SCHEDULE 1**SPACE NEEDS ANALYSIS**

5/16/2017

Space Needs Analysis Report

SNA Number: 34901-10-01

Agency: Safety DL&THP

Description: Carter County

Prepared by: FMG

Checked by:

Personnel Total: 13 SNA Date: 5/16/2017

<u>Type</u>	<u>Standard</u>	<u>Description</u>	<u>Wall</u>	<u>Area</u>	<u>Count</u>
P	36921	D.L. Examiner 1	None	0	4
Employee space included in the Application/Processing Area.					
P	36922	D.L. Branch Supv. 1	H	120	1
With observation window to Application Processing Area.					
P	38631	THP Trooper	None	0	6
Space included in Trooper Hardwall Suite.					
P	38632	THP Sergeant	H	120	1
P	38633	THP Lieutenant	H	120	1
S	APA	Application Proc. Area	O	400	1
Includes space for 4 - Client Service counters used by examiners who will serve the public from this area. Also includes space for shared equipment (camera, eye machine, photo digitizer and printer) placed between examiners. Each Examiner will have a computer terminal with cash drawer (mounted below work surface).					
S	BR	Break Room	H	150	1
Shared DL and THP. With base and wall cabinets, countertop with sink. Lessor to provide a minimum of 3 - 120V/ 20 amp. dedicated circuits with isolated neutrals for agency supplied coffee maker, micro-wave and refrigerator.					
S	CS	Computer Station	0	60	1
Includes space for 3 - small self service computer workstations located in waiting area for client use. Each computer will occupy one - 3' or 4' long worksurface.					
S	ES	Evidence Storage THP	H	80	1
Must be secure. Existing size.					
S	RR	Reconciliation Room	H	96	1
Used to balance cash drawers and store 1 - Small Safe.					
S	SLA	Staff Locker Area	0	16	1
Used by DL Examiners. Per Work Place Strategies recommendation.					
S	SSA	Secure Storage Area DL	H	180	1
Existing size.					
S	TC	Telecom. Closet	H	48	1
For telephone and computer equipment. Room must be temperature controlled.					

Space Needs Analysis Report v1.0 (Archibus)

5/16/2017

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S	THS	Trooper Hardwall Suite	H	600	1	
Includes space for 6 - 36 sq.ft. Trooper workstations with 6' long worksurface and one lateral file per Trooper. Space also includes 170 sq.ft. used for existing supply and file storage area.						
S	TR	Testing Room	H	200	1	
With observation windows to Application Processing Area. Lessor to supply 3 - 120V/ 20 amp. dedicated circuits with isolated neutrals for 5 - agency supplied computer testing machines. Room also includes space for tablet arm chairs used for written tests.						
S	WA	Waiting Area DL	O	600	1	
Waiting area for 25 to 30 people. Area will need direct access to client mens restroom and client womens restroom. Client and staff restrooms will be separate and will not share the same plumbing wall.						
S	WA	Work Area DL	O	64	1	
For copy, fax, printer and mail.						

Comment:

Major Circulation:	30%	900
Total Area Needed:		3,001
GRAND TOTAL:		3,901

SNA Number: 34901-10-01

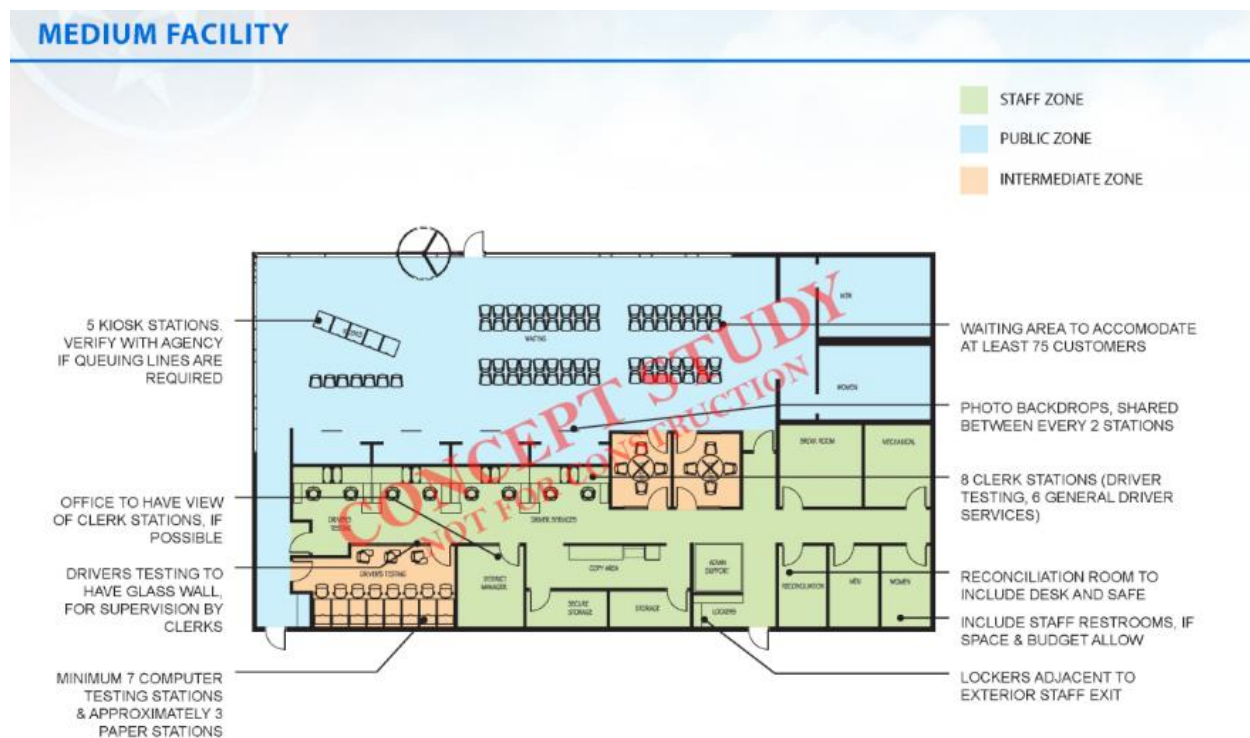
Suggested Range:	Min.	Max.
Usable:	3,900	4,200
Rentable:	4,200	4,500

DOS – SCHEDULE 2

Concept Floor plans

Department of Safety Driver's License Center (DL) and Tennessee Highway Patrol (THP) office shall be combined. Concept plans for each division are included. It is intended that the two concepts will be under one facility with separation of each of their operations.

Driver's License Service Center Concept Plan



THP - PRELIMINARY CONCEPT PLAN



DOS - SCHEDULE 3

Preliminary Zone Summary Sheet

THP

- Trooper Suite (600 sf) for 6 Troopers
- THP Sergeant (120 sf)
- THP Lieutenant (120 sf)
- Evidence Storage Room (80 sf) – secured floor to deck construction.

Shared Breakroom (150 sf)

Drivers' License Center - All other areas on Space Needs Analysis for operations relating to Driver's License Center.

DOS- SCHEDULE 4

NOT APPLICABLE